

CITY OF ROSWELL

EOE

POSITION OPENING #13-002

POSITION: Police Officer - Lateral Transfer

DEPARTMENT: Police

WORK SCHEDULE: Hours will vary according to schedule to include nights, weekends and holidays.

SALARY RANGE: \$16.8790 to \$24.6986 per hour

STATUS: Regular Full-Time

OPENING DATE: January 3, 2013

DEADLINE TO SUBMIT REQUIRED APPLICATION: December 31, 2013

POLICE OFFICER - LATERAL TRANSFER

Definition and Distinguishing Characteristics

This is entry-level, general duty, police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the prevention of juvenile and adult crime, apprehension of law violators, direction of traffic, general enforcement of laws and ordinances and preliminary and follow-up investigation of crimes.

Work is performed in accordance with departmental rules and regulations and upon specific oral and written instructions from a superior. While many decisions are limited by established procedure, independent judgment, usually based on precedent, must be exercised in the handling of specific cases. Some of the work actions are final and represent the last level of responsibility, but many are reviewed or reconsidered internally or by the judicial system before being considered final. The work requires Knowledges that are to be learned on-the-job both through a formal training program and also with substantial supervisory participation. After training, work is performed without direct supervision; however, advice and guidance from a superior officer is usually available on non-routine matters. Work assignments and special instructions are received from a superior officer who reviews work methods and results through examination of reports, on-the-job observation, personal inspection, and discussion of work problems. Work involves considerable public contact, with both the general public and law violators in both adversary and non-adversary situations. Work involves a significant element of personal danger.

Typical Examples of Work Performed

Patrols an assigned area, on foot, in a non-motorized or motorized vehicle, for the purpose of preventing and discovering crimes and enforcing all applicable laws and ordinances, including traffic and parking regulations.

Responds to calls for service as dispatched; provides necessary assistance to the general public, taking appropriate enforcement action when necessary.

Makes arrests upon observation of law violators, transports prisoners to detention facility for booking.

Conducts preliminary investigations of crimes including administering first aid, locating and obtaining information from witnesses and victims, and preparing report of findings and action taken.

Prepares reports on enforcement and other action taken for record keeping purposes and for use in courtroom presentation, as necessary.

Operates enforcement-related equipment, including radar and breathalyzer, in accordance with State standards and departmental policy.

Attends police-related training classes and programs as required.

Provides information, advice, and assistance to the general public.

Conducts extensive follow-up investigations of crimes; interviews witnesses, interrogates suspects, takes statements and confessions.

May conduct covert investigations of certain criminal activity including, but not limited to, the illegal sale of narcotics, the selling of stolen merchandise, gambling activities, etc.

May be required to wear and use a respirator in certain situations.

Performs related work as required.

Knowledges, Skills and Abilities

Knowledge of approved principles and practices of law enforcement work and applicable laws and ordinances.

Knowledge of departmental rules, regulations, policies and procedures.

Knowledge of first aid methods and techniques.

Knowledge of investigative techniques and practices.

Skill in the use and care of firearms.

Knowledges, Skills and Abilities (Continued)

- Skill in the operation of a motor vehicle safely and efficiently, occasionally at a high rate of speed.
- Ability to observe situations objectively and to report and record them clearly and accurately.
- Ability to deal courteously, yet firmly and effectively, with the public in police situations.
- Ability to exercise good judgment in emergency and non-emergency situations; to act quickly and calmly in resolving problems.
- Maturity and personal stability.
- Ability to wear and use a respirator.
- Ability to drive City vehicles safely and efficiently.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

Minimum Requirements of Education and Experience

- Graduation from a standard senior or vocational high school or the equivalent.
- Minimum age of 21 at time of hire and must be a U.S. citizen.
- Weight must be in proportion to height.
- Never have been convicted of any felony crime or any crime involving moral turpitude.
- Eyesight must be no worse than 20/100 corrected to 20/20 in both eyes with no color or night vision difficulties.
- Must be free from any physical or emotional defects which might adversely affect performance in job related situations.

Necessary Special Qualifications

- Must possess and maintain a valid Class D Driver's License issued by the State of New Mexico and be insurable by the City's insurance carrier.
- Must possess a valid Law Enforcement Officer Certification from another state, military or federal entity.
- Must possess, within one year of employment, and maintain a valid Law Enforcement Officer certification issued by the State of New Mexico.
- Continued maintenance of firearm qualification standards.
- Must maintain a telephone.

Other Necessary Requirement

- Must complete and submit the Supplemental Questionnaire form, Personal History Release and Waiver form, Willingness Questionnaire form, Personal History Questionnaire form and all documents requested in the Personal History Questionnaire Supplement listing along with the application.
- Must be able to pass a rigid background investigation including work history, character, honesty, integrity, criminal record, driving record, etc.
- Must pass a pre-employment personnel interview.
- Must pass a post-offer pre-employment psychological and physical examination.

MUST BE A STATE CERTIFIED LAW ENFORCEMENT OFFICER

***IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE
HUMAN RESOURCES DEPARTMENT AT CITY HALL,
425 N. RICHARDSON, (575) 624-6700, EXT. 268***